

# Los Alamos National Laboratory <sup>3</sup>/<sub>4</sub> Supplemental Instructions

Section: 6 Sole-Source Subcontracts

Subject: 6.2 Authority To Approve Sole-Source Justifications

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**PURPOSE:** This Supplemental Instruction (SI) establishes the authorities and responsibilities for approving sole-source justifications.

## PROCEDURES:

### Objectives

The Laboratory has a responsibility to enhance competition to the maximum extent practicable. As specified in SP 6.2, *Sole-Source Subcontracts*, the Laboratory's efforts to secure competition and to locate potential sources must be well documented. The criteria in SP 6.2 for determining the validity of a sole-source justification must be strictly adhered to.

### Sole-Source Justifications

Sole-source justifications must be authorized by an individual within the requester's organization with approval authority commensurate with the estimated value of the purchase request. Sole-source justifications should be documented according to the *Guidelines for Preparing a Sole-Source Justification*, Form 866, SI Exhibit 6.2a.

### Authorities

Procurement team leaders must approve all sole-source justifications within the procurement authority of the procurement specialist and within his or her own authority. Sole-source justifications exceeding the procurement team leader's signature authority must be by the Procurement Manager or Deputy.

## REVIEWS/APPROVALS:

### Team Leaders

Team leaders must approve all sole-source justifications within the procurement authority of the procurement specialist and within his or her own authority.

### Procurement Manager

The Procurement Manager or Deputy must approve all sole-source justifications for subcontract actions exceeding the signature authority of the procurement team leader.

## REFERENCE:

Standard Practice 6.2